



**CIVIL SERVICE COMMISSION
REGULAR MEETING
Minutes**

**Tuesday, October 13, 2020
3:30 PM**

COMMISSIONERS
Deborah Bennett, **Chair**
John Costa
Harry Hull, **Vice Chair**
Ronald Le Doux
Seat 2, Vacant

145 Fulweiler Avenue, Suite 200
Auburn, California 95603
www.placer.ca.gov

Kate Sampson, Human Resources Director
Judy McKeig, Commission Clerk
Office: (530) 889-4060

Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Commission Clerk. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Commission Clerk five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

Public Participation Procedures

In order to protect public health and the safety of our Placer County citizens, attendance for the Civil Service Commission will be offered as a completely virtual Zoom meeting webinar. The Human Resources Department will be closed to public attendance.

Join from a PC, Mac, iPad, iPhone, or Android

<https://zoom.us/j/93275655596>

Join by Telephone

Dial: 669-900-6833 OR 877-853-5247 (Toll Free)

Webinar ID: 932 7565 5596

In compliance with Governor Newsom's Executive Order N-29-20-EO on telephone meetings, the public's participation will be supported through web or phone participation for attendees. When Public Comment is opened, participants may "raise hand" to be called upon to give their public comment.

- 1. Those joining online through the web meeting should "Raise Hand" in the Zoom meeting window. The Clerk will call on them by the name they entered in the Zoom session, and they will be prompted to unmute their microphone so they can state their name for the record and give their comment.**
- 2. Those who are calling in via phone may dial *9 to raise their hand once Public Comment is opened. The Clerk will read out the caller's phone number and they will be notified that they are unmuted. The Clerk will then direct them to state their name for the record and give their comment.**

Alternatively, citizens may submit their comments in written form to the Commission Clerk at PCHRD@placer.ca.gov. All public comments received prior to 8:00AM the day of the meeting will be provided to the Commission members electronically or in written form. Emails received through the Clerk's email address after 8:00AM the morning of the meeting will still become part of the official record and will be retained by the Clerk but will not be disseminated to the Commission prior to the Commission's action.

OPEN SESSION

Call to Order | 3:30PM

Roll Call

Present | Bennett, Costa, Hull, Le Doux

Public Comment:

Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

1. Approval of Agenda | Regular Meeting, October 13, 2020

Motion: Le Doux/Costa/Unanimous Vote 4:0

Ayes: Bennett, Costa, Hull, Le Doux

No Public Comment

2. Approval of Minutes | Regular Meeting, September 14, 2020

Motion: Hull/Le Doux/Unanimous Vote 4:0

Ayes: Bennett, Costa, Hull, Le Doux

No Public Comment

3. Classification Specification Revision | Enterprise Resource Planning Analyst Series

Presenter: Laura Carucci, Human Resources Analyst II

Approve the proposed revisions to the classification specifications for Enterprise Resource Planning Analyst and Senior Enterprise Resource Planning Analyst.

Motion: Le Doux/Costa/Unanimous vote 4:0

Ayes: Bennett, Costa, Hull, Le Doux

The Auditor-Controller's Office requested that the Human Resources Department review the Enterprise Resource Planning Analyst Series which was originally established in 2018 and conceptual in nature as no one was yet completing the work in support of the new Workday system. Since employees have been working in the classifications for the past few years, it was determined that this is an appropriate time to review the series.

As result of the review, minor revisions and updates have been recommended to the classification series, to clarify and more accurately describe the work being performed. The most significant change is to the experience and training section of the ERP Analyst specification, which now includes an additional career path in which applicants can qualify for the position. The minimum qualifications will allow for someone with several years of professional level accounting or payroll administration experience inclusive of transacting and processing data in an ERP system to qualify and participate in the recruitment and testing process.

No public comment.

4. Classification Specification Revision and Classification Specification Abolishment| Human Resources Department

Presenter: Lindsay Killian, Human Resources Analyst II

- a. Approve the proposed revisions to the classification specification for Senior Human Resources Analyst
- b. Approve abolishment of the Employee Services Manager – Health & Human Services, ADA/Leave Coordinator, and Internal Investigator classifications.

Motion: Le Doux/Costa/Unanimous vote 4:0

Ayes: Bennett, Costa, Hull, Le Doux

The Human Resources Department (HR) is requesting updates to the classification specification for Senior Human Resources Analyst and abolishment of the classifications of the Employee Services Manager – Health & Human Services, ADA/Leave Coordinator, and Internal Investigator classifications. In December 2019, the single classification, ADA /Leave Coordinator became vacant due to an internal promotion within the Human Resources Department which prompted HR to examine the job duties assigned to this classification and identify the most appropriate classification to fill this vacancy. HR has identified the need to have a designated second level manager serve in the leave management capacity and determined that the overlap in duties between the Senior Human Resources Analyst and the ADA/Leave Coordinator, along with direct oversight of journey level Human Resources Analyst staff, most appropriately results in a recommendation to merge the two classifications and incorporate disability compliance as an added specialty area within the broader classification of Senior Human Resources Analyst. Also, during the review process HR discovered that there were two other single classifications still in existence, Employee Services Manager and Internal Investigator, which have not been utilized for several years. Both classifications are obsolete and are not anticipated to be used again in the future.

No public comment. Commissioner Hull asked if there is a person sitting in the position now and if the employee had confirmed and agreed with the additional duties. Ms. Killian confirmed and clarified that the ADA/Leave Coordinator position became vacant and it was determined it should be filled at the Senior Human Resources Analyst level. A current Senior HR Analyst transferred into that position and is performing the duties successfully. In summary, the leave coordinator duties were included as a specialty area within the Senior Human Resources Analyst duties. Ms. Sampson clarified that the Internal Investigator role is now contracted out to attorneys that specialize in employment law and/or workplace investigations.

5. Communications

Reports to the Commission are informational only. No action will be taken.

- a. Provisional Appointments: None
- b. Staff Reports and Correspondence: Kate Sampson
 - i. Human Resources is currently in the middle of the Open Enrollment process and this is an annual endeavor that our benefits staff undertake to assist County employees to make elections as to their insurance coverages for the next calendar year. This will be the second year that HR is processing the benefits selections through the new Workday Enterprise Resource Planning system. HR is looking forward to another successful event.
 - ii. Supervisor Holmes continues to identify a candidate to fill the vacant seat. Ms. Sampson will provide an update next month; or, if a candidate is selected

before November's meeting, an introduction will be coordinated prior to the scheduled meeting.

- iii. Local Measure F is included on the ballot for the current election. This item relates to the purpose of the Commission and will ask voters to weigh in whether this body serves solely in an appellate function for the County. The Board of Supervisors will certify the election results in December. An item can be added to December's agenda to discuss any potential impacts of the results.
- iv. Reminder of two upcoming appeal hearings scheduled for October 29th and October 30th in the Planning Commission Room at the Community Development Resource Center building. More detailed information will be forthcoming.
- v. Thanks was extended to Amy Pearson, Human Resources Analyst, who had served as Clerk to the Commission a few years ago and agreed to assist in today's meeting.

c. Commissioner Comments: None

CLOSED SESSION

6. §54957 - Public Employee Performance Evaluations

Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

OPEN SESSION

Closed Session Report

No action was taken in closed session pursuant to Government Code Section 54957.1.

7. Classified Employees Merit Increases

Approve merit increases for classified employees pursuant to Placer County Code Section 3.04.650 (progression in steps).

Motion: Le Doux/Costa/Unanimous vote 4:0

Ayes: Bennett, Costa, Hull, Le Doux

No public comment.

8. Adjournment to the following upcoming meetings

Special Meetings

Thursday, October 29, 2020 | 9AM

Friday, October 30, 2020 | 9AM

Community Development Resource Center, Planning Commission Meeting Room
3091 County Center Drive, Auburn, CA 95603

Regular Meeting Calendar 2020

Second Monday of the Month - 3:30PM

Human Resources Department, 1st Floor Conference Room
145 Fulweiler Avenue, Suite 200, Auburn, CA 95603

OR

Zoom Virtual Meeting with public participation instructions on agenda

Monday, November 9, 2020
Monday, December 14, 2020

Deborah Bennett

Commission Chair

Amy Pearson

[Amy Pearson \(Nov 10, 2020 17:19 PST\)](#)

Amy Pearson for Judy McKeig, Commission Clerk